



The Federal Employment Process

USDA Forest Service, Marienville Ranger District



Topics of Discussion



- Types of Service & Appointment
- Select Hiring Authorities
- Outreach
- USA Jobs, the Job Search, and Resume Tips
- Miscellaneous Topics



Types of Service



The **competitive service** consists of all civil service positions in the executive branch of the Federal Government with some exceptions. Individuals must go through a competitive hiring process (i.e., competitive examining) before being appointed which is open to all applicants. This process may consist of a written test, an evaluation of the individual's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Appointments in the **Excepted Service** are civil service appointments within the Federal Government that do not confer competitive status. There are a number of ways to be appointed into the excepted service such as appointed under an authority defined by the U.S. Office of Personnel Management (OPM) as excepted (e.g., Veterans Recruitment Appointment) or being appointed to a position defined by OPM as excepted (e.g., Attorneys).

The **Senior Executive Service** is comprised of the men and women charged with leading the continuing transformation of government. These leaders possess well-honed executive skills and share a broad perspective of government and a public service commitment which is grounded in the Constitution.



Types of Appointment (Status)



The Federal Government employs permanent and temporary employees.

Permanent employees are generally hired under a career-conditional appointment (*Permanent - Career-Conditional Appointment*). Normally this is the first career-type of appointment and the appointee must complete a 1-year probationary period and a total of 3 years continuous creditable service to attain a career appointment (*Permanent - Career Appointment*).

Temporary appointments are defined as appointments expected to last for a specified period not to exceed 1 year (*Temporary Appointment - Time limited not to exceed 1 year but could be less*) or a specified period of time that is at least more than 1-year but not to exceed 4 years (*Term Appointment - Time limited more than one year but not more than 4 years*). Neither type of appointment is a permanent one, so they do not give the employee competitive/permanent status.



Hiring Processes



There are two types of hiring processes.

In the ***competitive*** process, applicants compete with each other through a structured process.

In the ***non-competitive*** hiring process, agencies use a special authority (Schedule A) to hire persons with disabilities without requiring them to compete for the job.



Hiring Authorities



Schedule A is a special (excepted) hiring authority for persons with disabilities.

You are eligible for Schedule A if you are a person with severe physical disability, a psychiatric disability, or an intellectual disability.

To prove your eligibility to be appointed to a federal job under Schedule A, you must:

- Be qualified for the job for which you are applying (i.e., have the necessary competencies and relevant experience to perform the job).
- Provide "proof of a disability" documentation.

While being eligible for a Schedule A appointment will help you in the noncompetitive process, it will *NOT* guarantee you a job.

You may be subject to a probationary period can last up to two years, depending on the type of appointment. During probation, employees hired under the Schedule A are held to the same performance standards as all other employees.



Hiring Authorities



A **Direct-Hire Authority** (DHA) is an appointing (hiring) authority that the Office of Personnel Management (OPM) can give to Federal agencies for filling vacancies when a critical hiring need or severe shortage of candidates exists.

Veterans Authorities

- Veterans' Recruitment Appointment (VRA)
- Veterans Employment Opportunity Act (VEOA)
- 30% or More Disabled Veteran
- Disabled Veterans Enrolled in a VA Training Program
- Schedule A Appointing Authority

Students and Recent Graduates – Pathways

- Internship Program
- Recent Graduates Program
- Presidential Management Fellows Program



Hiring Authorities - Pathways



The Pathways Programs offer clear paths to federal internships for students from high school through post-graduate school and to careers for recent graduates, and provide meaningful training and career development opportunities for individuals who are at the beginning of their federal service.



Hiring Authorities - Pathways



#1 – Internship Program: This program is for *current students* enrolled in a wide variety of educational institutions from high school to graduate level, with paid opportunities to work in agencies and explore Federal careers *while still in school*.

#2 – Recent Graduates Program: This program is for individuals who have *recently graduated* from qualifying educational institutions or programs and seek a dynamic, career development program with training and mentorship. To be eligible, applicants must apply *within two years* of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who will have up to six years to apply).

#3 – Presidential Management Fellows Program: For more than three decades, the PMF Program has been the Federal government's premier leadership development program for *advanced degree candidates*. This program is now for individuals who have received a qualifying advanced degree (e.g., master's, Ph.D., J.D.) within the preceding *two years*.



USDA Forest Service Outreach



The purpose of the USDA Forest Service's Employment Outreach is to identify skilled, diverse potential applicants, thereby providing opportunities for these individuals to apply for vacancies announced by the FS.

The paramount objective for the development of the "Outreach Notice" and Employment Outreach strategy for the position, is for:

- Managers and supervisors to first solicit interest in the position "pre-announcement"
- Encourage a skilled and diverse applicant pool to facilitate equal employment opportunity in hiring under the merit system.

<https://fsoutreach.gdcii.com/Outreach>



USDA Forest Service Outreach



No filters → Many positions

US Forest Service
100 Years of Caring for the Land and Serving People



Current and Upcoming Forest Service Job Opportunities

[Filter Options](#)

Opportunity

Organization

Title

Series

Grade

Duty Location Search

within state

within city, state

within radius

100% Telework Yes

Type of Position All Permanent Temporary Term Fire Bargaining Unit

Vacancy Announcement

Number

Type Single Vacancy Open Continuous
 Group Vacancy Temporary Vacancy



USDA Forest Service Outreach



No filters → Many positions (813 in this example)

Search Results								
Posting Period	Opp. Type	Title	Pos	Req	Duty Locations	Grade	Series	
2/12/2016 - 3/7/2016	Permanent Appointment	CIVIL ENGR	Perm	04	South Jordan, UT	05/07	0810	
2/12/2016 - 3/4/2016	Permanent Appointment	HR Specialist	Perm	51	Albuquerque, NM	07/09/11	0201	
2/12/2016 - 2/29/2016	Permanent Appointment	DEP FOREST SUPVR	Perm	05	Nevada City, CA	13/14	0340	
2/12/2016 - 2/23/2016	Permanent Appointment	ARCH	Perm	52	Washington, DC	13	0801/0808	
2/12/2016 - 3/4/2016	Permanent Appointment	WRI EDIT	Perm	42	Newtown Square, PA	09	1082	
2/12/2016 - 3/18/2016	Permanent Appointment	HYDRLGST	Perm	10	Craig, AK	11	1315	
2/12/2016 - 3/4/2016	Permanent Appointment	ENGRG TECHNCN (CIVIL)	Perm	09	Ironwood, MI Kenton, MI Ontonagon, MI Watersmeet, MI	08/09	0802	
2/12/2016 - 3/31/2016	Permanent Appointment	RLTY SPECLST	Perm	02	Golden, CO	11/12	1170	
2/12/2016 - 2/29/2016	Permanent Appointment	Assistant Forest Planner	Perm	03	Phoenix, AZ	11	0101/0401	
2/12/2016 - 2/11/2016	Detail	Cultural Transformation and Partnership Specialist	Temp	26	Portland, OR	09/11	0301	

Showing 1 to 10 of 813 entries



USDA Forest Service Outreach



Pathways filter → Fewer positions (22 in this example)

Opportunity ? Pathways

Search Results								
<u>Posting Period</u>	<u>Opp. Type</u>	<u>Title</u>	<u>Pos</u>	<u>Req</u>	<u>Duty Locations</u>	<u>Grade</u>	<u>Series</u>	
2/11/2016 - 3/2/2016	Pathways	ITSPEC	Perm	52	Corvallis, OR Sandy, OR	07	2210	
2/11/2016 - 2/21/2016	Pathways	MNG ENGR	Perm	52	Washington, DC	05/07/09	0880	
2/9/2016 - 3/1/2016	Pathways; Permanent Appointment	NEPA PLNR	Perm	06	John Day, OR	07/09	0401	
2/8/2016 - 2/22/2016	Pathways	Student Trainee Administrative and Office Support	Perm	52	Salt Lake City, UT	04	0399	
2/3/2016 - 3/15/2016	Pathways	HUMAN RESOURCES ASST (EMPL REL)	Perm	51	Albuquerque, NM	05	0203	
2/3/2016 - 2/29/2016	Pathways	STUD TR (NATRL RESOURCE MGMT)	Perm	01	Dillon, MT	05	0499	
2/3/2016 - 2/29/2016	Pathways	BIOLCL SCI TECHNCN (NATRL RESOURCES)	Perm	01	Dillon, MT	04	0404	
2/2/2016 - 3/1/2016	Pathways	Archeologist Student	Perm	03	Alamogordo, NM	05/07	0199	
2/2/2016 - 2/23/2016	Pathways	STUD TR BIOLCL SCI	Perm	09	Munising, MI	04	0499	
2/1/2016 - 3/4/2016	Pathways; Permanent Appointment	FORSTR	Perm	09	Conway, NH	05/07/09	0460	

Showing 1 to 10 of 22 entries

First Previous **1** 2 3 Next Last



USDA Forest Service Outreach



Duty station filter → Even fewer positions (5 in this example)

Opportunity ?

Permanent Appointment

Organization

110919

Select

Search Results

<u>Posting Period</u>	<u>Opp. Type</u>	<u>Title</u>	<u>Pos</u>	<u>Reg</u>	<u>Duty Locations</u>	<u>Grade</u>	<u>Series</u>
1/25/2016 - 2/15/2016	Permanent Appointment	FRSTRY TECHNCN (TIMB SALE ADM)	Perm	09	Warren, PA	10/11	0462
1/14/2016 - 2/4/2016	Permanent Appointment	CUSTMR SRVC REPR	Perm	09	Warren, PA	03/04/05	0303
10/27/2015 - 2/29/2016	Permanent Appointment	FRSTRY TECHNCN (TIMB SALE PREP)	Perm	09	Bradford, PA Marienville, PA	04/05/06	0462
10/16/2015 - 2/12/2016	Permanent Appointment	FRSTRY TECHNCN (TIMB SALE PREP)	Perm	09	Marienville, PA	07	0462
10/14/2015 - 1/31/2016	Permanent Appointment	FRSTRY TECHNCN (TIMB SALE PREP)	Perm	09	Bradford, PA	07	0462

Showing 1 to 5 of 5 entries

First Previous 1 Next Last



USDA Forest Service Outreach



Choose one outreach announcement for details

Opportunity

Permanent Appointment

Organization

110919

Select

Search Results

<u>Posting Period</u>	<u>Opp. Type</u>	<u>Title</u>	<u>Pos</u>	<u>Reg</u>	<u>Duty Locations</u>	<u>Grade</u>	<u>Series</u>
1/25/2016 - 2/15/2016	Permanent Appointment	FRSTRY TECHNCN (TIMB SALE ADM)	Perm	09	Warren, PA	10/11	0462
1/14/2016 - 2/4/2016	Permanent Appointment	CUSTMR SRVC REPR	Perm	09	Warren, PA	03/04/05	0303
10/27/2015 - 2/29/2016	Permanent Appointment	FRSTRY TECHNCN (TIMB SALE PREP)	Perm	09	Bradford, PA Marienville, PA	04/05/06	0462
10/16/2015 - 2/12/2016	Permanent Appointment	FRSTRY TECHNCN (TIMB SALE PREP)	Perm	09	Marienville, PA	07	0462
10/14/2015 - 1/31/2016	Permanent Appointment	FRSTRY TECHNCN (TIMB SALE PREP)	Perm	09	Bradford, PA	07	0462

Showing 1 to 5 of 5 entries

First

Previous

1

Next

Last



USDA Forest Service Outreach



FRSTRY TECHNCN (TIMB SALE PREP)

Position Title: FRSTRY TECHNCN (TIMB SALE PREP)
Opportunity Type: Permanent Appointment 
Organizational Unit: 11-09-19-0002-00-00-00-00
Eastern Region, Region 9; Allegheny National Forest; Marienville Ranger District
11-09-19-0003-00-00-00-00
Eastern Region, Region 9; Allegheny National Forest; Bradford Ranger District
Series: 0462 - FRSTRY TECHNCN (TIMB SALE PREP)
Grade: 04/05/06
Duty Location: Bradford, PA; Marienville, PA
100% Telework?  No
Created by: Joseph P Gomola
Primary Contact: Joseph P Gomola
Contact Phone: 814-927-5798
Contact Email: jgomola@fs.fed.us
Outreach Editors: William J Mague
Date Posted: 10/27/2015
Post Notice Through: 03/01/2016
Bargaining Unit? Yes
Fire Position? No
Position Type: Permanent
Standard PD Job Code: FS3002
Number of Vacancies: 7
Announcement Type: Single Vacancy
Announcements:
Attachments: [IMRD_BRD_Timber PrepTech_GS-462-06_Outreach.docx](#)

Print

Respond

Close



USDA Forest Service Outreach



Response Form

If you wish to notify the poster of your interest in this opportunity, please provide the information in the fields below and click OK. Double check your responses, as you will not be able to edit this form after submitting.

The information you provide in this form will remain confidential with the exception of those authorized to view it.

Upon submitting this response, you will be notified via email when a vacancy announcement number becomes associated with this notice, or if this notice is canceled.

*denotes information is required.

APPLICANT NOTICE

The notice you are replying to is to determine interest in upcoming vacancies; it is *NOT AN OFFICIAL VACANCY ANNOUNCEMENT*. If you are interested in applying for this position, please visit www.USAJOBS.gov to submit your application, once the official vacancy announcement is posted.

Thank you for your interest in this position.

*Last Name:

*First Name:

*Telephone:

*eMail:

I am currently a federal employee? Yes

*Briefly describe why you will be a quality candidate for this position? (max 255 chars.)

Submit Response

Close



USDA Forest Service Outreach



Response Form

Work Experience (max 1000 chars.)

Rich text editor toolbar with icons for: Cut, Copy, Paste, Undo, Redo, Link, Unlink, Flag, Image, Table, Bulleted List, Numbered List, Indent, Outdent, Quote, Styles, Format, Font Color, Background Color, and Source.

Special Hiring Authorities:

Select any special hiring authorities that apply to you. To be sure you fall under any of those listed below, please review [information on special hiring authorities](#).

- Veterans' Recruitment Appointment (VRA)
- 30 Percent or More Disabled Veteran

Submit Response Close



USA Jobs – Federal Applications



Keyword: [?](#)

Location:

- U.S. Citizens
- Federal Employees [?](#)

[Advanced](#) | [Map](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

Make a Difference as a Public Servant



If you care about the world and want to help shape a better future for us all, there is nothing more rewarding than choosing a career in public service. You can directly contribute to keeping our country strong and safe.

[Read More](#) | [View All Spotlights](#)





USA Jobs – Federal Applications



Banners spotlight various positions or training opportunities and change over time.

Virtual Presentation - Writing Your Federal Resume



OPM will be presenting FREE virtual (online) briefings to assist USAJOBS applicants with writing their Federal resume.

[Read More](#) | [View All Spotlights](#)

Deputy Dir for the Office of Technology Transition



As a member of the Senior Executive Service, the Deputy Director for OTT leads a team that oversees and coordinates technology transitions activities across DOE and develops and implements the strategic plan and vision to identify, develop and transition

[Read More](#) | [View All Spotlights](#)



USA Jobs – Federal Applications



Do not procrastinate. Website maintenance does happen, and you do not want to miss an opportunity.

USAJOBS Maintenance on Saturday, February 20th



USAJOBS will be performing maintenance on Saturday, February 20th from 12:01 AM until 9:00 AM Eastern Time. USAJOBS will be unavailable during this time.

[Read More](#) | [View All Spotlights](#)

WHOOOPS!

USAJOBS has encountered an error.
We apologize for any inconvenience this may have caused.

(400 Bad Request)



USA Jobs – Federal Applications



Create an account.

USAJOBS® Create Account

"WORKING FOR AMERICA"

Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

Be advised that only one account can be created for each email address.

Be sure the email account you use is only accessible by you and the email account is properly secured.

Primary Email

Confirm Primary Email

Username

Username must be between **8** and **20** alphanumeric characters, must contain at least one letter, at least one number and must not contain special characters except underscore(_), ampersand(&) and period(.).



USA Jobs – Federal Applications



Create an account – **PROFILE**

PROFILE – Contact Information

- Name
- Address
- Telephone
- Email Address (Primary and Secondary)

PROFILE – Hiring Eligibility

- US Citizenship
- Selective Service Status
- Veteran Status, Veterans' Preference (5-pt, 10pt)
- Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of at least 3 years (may have been released just short of 3 years) (VEOA)?
- Upload DD-214, SF-15, etc.
- Federal employment status.
- Special Hiring Options: Veterans Recruitment Appointment (VRA), 30% or More Disabled Veteran, Schedule A Disabled, etc.

My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status



USA Jobs – Federal Applications



Create an account – **PROFILE**

PROFILE – Other

- Willingness to travel / how much travel
- Type of work
(All, Permanent, Seasonal, Recent Graduates, Internships, etc.)
- Type of work schedule
(All, Full Time, Part Time, Shift Work, etc.)
- Highest career level achieved
(Student, Entry Level, Manager, etc.)
- Willingness to relocate
- Desired work locations

My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status



USA Jobs – Federal Applications



Create an account – **PROFILE**

PROFILE – Demographic

- Sex
- Ethnicity
- Race
- Disability

This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal **equal employment opportunity laws**.

Your responses are **voluntary**, and will not affect your job prospects.

My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status



USA Jobs – Federal Applications



Create an account – **PROFILE**

PROFILE – Account Information

- Username and Password
- Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

You can be notified via email...

- When jobs you have started an application for have closed.
- When jobs you have saved are scheduled to close in three days.
- When the status of an application you have submitted changes.

My Account
Profile
Resumes
Saved Searches
Inbox
Saved Jobs
Saved Documents
Application Status



USA Jobs – Federal Applications



Apply for a job – RESUMES

- Use the resume builder.
 - Upload your own resume. (If you use this method, be sure to include all the information the resume builder asks for.)
- Note:** Uploaded resumes may not be accepted by some agencies' online application processes.

[Build New Resume](#)

[Upload New Resume](#)

Do not include:

- Classified information
- Social security number
- Photograph of yourself

Make your resume searchable / not searchable.

My Account
Profile
Resumes
Saved Searches
Inbox (1)
Saved Jobs
Saved Documents
Application Status



USA Jobs – Federal Applications



Basic Search – If you don't know what you're looking for and want to know what's out there.



Keyword: [?](#)

Location:

U.S. Citizens

Federal Employees [?](#)

Search

[Advanced](#) | [Map](#)



USA Jobs – Federal Applications



How should you apply? You can apply *as a federal employee* if...

Jobs for Federal Employees

Federal employees who have worked for a federal agency for 3 years or more are allowed to apply for federal opportunities open to status candidates.

Status applicants refers to those individuals who are current or former Federal civilian employees who hold or held non-temporary appointments in the competitive service, not the excepted service. Individuals with status are eligible for noncompetitive movement within the competitive service because they are now or previously were serving under career-type appointments in the competitive service.

Status applicants may be eligible for the following under merit promotion procedures:

- Restoration Rights
- CTAP/ICTAP
- Transfer
- Reinstatement
- Interchange Agreements

(http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/index.asp#Interchange)

NOTE: Certain veterans eligible under the Veterans Employment Opportunities Act (VEOA) may also apply and be considered under vacancy announcements limited to status candidates. For information and eligibility, click [VEOA](#).





USA Jobs – Federal Applications



Advanced Search – If you have an idea about what you want.

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show: [All Expanded](#) [All Collapsed](#)

- ▶ Keywords ?
- ▶ Salary or Pay Grade ?
- ▶ Occupational Series or Job Category ?
- ▶ Location ?
- ▶ Department and Agency ?
- ▶ Type of Work or Work Schedule
- ▶ Posting Options ?
- ▶ Additional Search Options

Who May Apply ?

Are you:

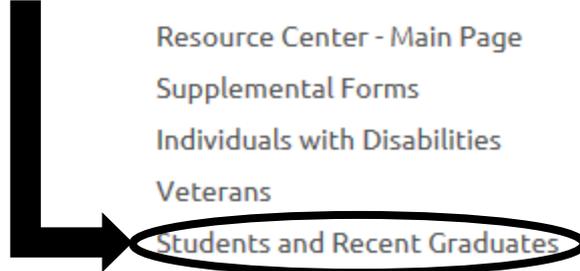
- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for reinstatement?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with [non-competitive appointment](#) eligibility?
 - No - I do not fall into one of these categories and only want to see jobs open to the general public.
 - Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as federal employees.



USA Jobs – Federal Applications



Other Search Options: Resource Center → Students and Recent Graduates



Welcome Students and Recent Graduates



Under President Obama's leadership, the Federal Government has taken steps to help students and recent graduates join the Federal service. New opportunities will appear on USAJOBS as agencies post them. We encourage you to visit this site periodically, or set up a [saved search](#).

[Find Internships](#)

[Find Recent Graduate Jobs](#)



USA Jobs – Federal Applications



Search for a job – **SAVED SEARCHES**

Make unique names for your searches. Save time.

Saved Searches

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

Saved Search 1: Pennsylvania

[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

Date Expires: 7/7/2016

Saved Search 2: New York

[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

Date Expires: 7/7/2016

Saved Search 3: Geography/Cartography

[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

Date Expires: 7/7/2016

Saved Search 4: Maryland

[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

Date Expires: 7/7/2016

Create a new saved search

You have created 4 of 10 possible saved searches.

- My Account
- Profile
- Resumes
- Saved Searches



USA Jobs – Federal Applications



Search for a job – **SAVED SEARCHES**

Search now. Apply when you have time.

- Inbox (1)
- Saved Jobs
- Saved Documents

Your saved jobs are shown below. To view and apply to a saved job, click the Job Title or the View button. Saved jobs will no longer display once the job has been cancelled or the closing date has passed. When you apply to a job it will be removed from this page and added to your [Application Status page](#). Click on column heading to sort by that column.

You have saved 2 of 25 possible jobs.

Search:

Display records

Showing 1 to 2 of 2 entries

Previous Next

Date Saved ▲	Job Title ◆	Organization ◆	Closing Date ◆	
02/19/2016	PUBLIC AFFAIRS/OUTREACH COORDINATOR (PATHWAYS RECENT GRADUATE) Delete Share job with a friend	Farm Service Agency Harrisburg, Pennsylvania	02/19/2016	View
02/19/2016	Research Hydrologist (Research Associate) Delete	Agricultural Research Service State College, Pennsylvania	09/03/2016	View



USA Jobs – Federal Applications



Prepare to apply – **SAVED DOCUMENTS**

Upload all the documents you need to apply. Pay close attention: Certain employers may require special file formats (.docx vs .pdf).

-  Saved Jobs
-  Saved Documents
-  Application Status

Important Note: Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the "How to Apply" section of the job announcement for any required job application documents.

Document: 1	 DD-214 - DD FORM 214 View Delete	Date Uploaded: 1/13/2014
Document: 2	 OF-306 - Federal Employment Form 306... View Delete	Date Uploaded: 2/24/2014
Document: 3	 Transcripts - Transcript - Ithaca College... View Delete	Date Uploaded: 2/24/2014
Document: 4	 Transcripts - Transcript - CCAF View Delete	Date Uploaded: 2/24/2014
Document: 5	 DD-214 - DD-214 Member 4 View Delete	Date Uploaded: 3/30/2014
Document: 6	 Transcripts - Transcript - PSU Advising... View Delete	Date Uploaded: 5/20/2014
Document: 7	 Cover Letter - Assistant... View Delete	Date Uploaded: 10/14/2014

- Cover Letter - Forest Service - Visitor Services Information



USA Jobs – Federal Applications



Now that your account is set up and you know how to search, it's time to apply for jobs.

Parts of a Job Opportunity Announcement (JOA) – OVERVIEW

- Job Title – Research Hydrologist (Research Associate)
- Department – Department of Agriculture
- Agency – Agricultural Research Service
- Job Announcement Number – AB-12-345-C
- Salary Range – \$58,562.00 to \$76,131.00 / Per Year
- Open Period – Friday, September 4, 2015 to Saturday, September 3, 2016
- Series & Grade – GS-1315-11
- Position Information – Full-Time – Temporary
- Promotion Potential – 11
- Duty Locations – 1 vacancy in the following location: State College, PA [View Map](#)
- Who May Apply
- Security Clearance
- Supervisory Status
- Job Summary
- Travel Required
- Relocation Authorized
- Key Requirements



USA Jobs – Federal Applications



Become familiar with the parts of a Job Opportunity Announcement.

Additional Parts of a JOA

DUTIES

QUALIFICATIONS & EVALUATIONS (AND HOW YOU WILL BE EVALUATED)

BENEFITS AND OTHER INFO

HOW TO APPLY

- Required Documents
- Application Package Checklist
- Agency Contact Info
- What to Expect Next



USA Jobs – Federal Applications



You may qualify for a higher grade...

Applicants must meet the basic requirement above in order to qualify at the GS-05 grade level.

In addition to meeting the basic requirement above, applicants must meet the specialized experience requirement in order to qualify for the GS-07 grade level.

Specialized experience: Applicants must possess one year of specialized experience equivalent to the next lower grade/level (GS-05). Specialized experience is defined as: Generating accurate GIS data using ESRI Arc GIS software; performing photo interpretation of cultural and landscape features; and/or entering cartographic data into GIS layers and/or automated databases.

OR

One year of directly related graduate-level education (Transcripts must be submitted with the application before the closing date).

OR

One of the conditions for Superior Academic Achievement at the baccalaureate level based on: (1) Class standing --upper third of graduating class in a college, university, or major subdivision based on completed courses; OR (2) a Grade-point average of 3.0 or higher out of a 4.0 as recorded in the official transcript or 3.5 or higher out of a 4.0 based on average of required courses completed in the major field or the required courses in the major field completed during the final 2 years; OR (3) Honor society membership--must be recognized by the Association of College Honor Societies. (Transcripts must be submitted with the application before the closing date)



USA Jobs – Federal Applications



If you qualify for the job, apply for it.

Look at the online questionnaire before applying. You may have to search carefully to find it. References to this form may appear differently in job opportunity announcements.

Clicking the link below will present a preview of the application form; i.e. the online questionnaire. The application form link below will only provide a preview and does not initiate the application process. To initiate the online application process, click the "Apply Online" button to the right.

➔ To view the application form, visit: <https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=c1fb4de9-7bb4-4868-8735-a3aa010c0eba>

Your answers to questions will be verified against information provided in your online resume. Be sure that your resume clearly supports the responses to all the questions by addressing experience, education and/or training relevant to this position. You must make a fair and accurate assessment of your qualifications. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration.

➔ To preview questions please [click here](#).



USA Jobs – Federal Applications



The **MOST IMPORTANT RULES** in applying for federal jobs...

Any knowledge, skills, or abilities you claim to have in the application must be reflected in your resume.

This means your federal resume may be lengthy. Do not worry about this. Federal resumes will be longer and more detailed than private sector resumes.

Follow ALL the instructions closely. Double- and triple-check before you submit your application.



USA Jobs – Federal Applications



You have reviewed the online questionnaire and made sure that your resume supports your answers. You have also uploaded the required documents. Now it is time to apply.

Good luck.

[Dock](#)

Go to section of this Job:

Apply Online

Print Preview

Save Job

Share Job

[Agency Contact Info](#)

Job Announcement Number:
BR-LC-16-10

Control Number:
428380500



USA Jobs – Federal Applications



Monitor submitted applications – APPLICATION STATUS

Hide	VISITOR SERVICES INFORMATION ASSISTANT Job Number: 14-09190002-75071DP-TB Pay Plan: GS-1001-05 Location: US-Pennsylvania-Marienville Organization: Department Of Agriculture, Forest Service Status: Not Hired More Information...	Job State: Closed Close Date: 10/14/2014 Last Apply: 10/14/2014 Last Status Update: 4/21/2015
Hide	VISITOR SERVICES INFORMATION ASSISTANT Job Number: 14-09190002-75071G-TB Pay Plan: GS-1001-05 Location: US-Pennsylvania-Marienville Organization: Department Of Agriculture, Forest Service Status: Hired More Information...	Job State: Closed Close Date: 10/14/2014 Last Apply: 10/14/2014 Last Status Update: 4/20/2015
Hide	Cartographer (Recent Graduate) Job Number: SWGR141015551196678PR Pay Plan: GS-1370-05/07 Location: US-Mississippi-Vicksburg Organization: Department of the Army, U.S. Army Corps of Engineers Status: Received More Information...	Job State: Closed Close Date: 10/3/2014 Last Apply: 10/3/2014 Last Status Update: 10/3/2014
Hide	Logistics Management Specialist (RECENT GRADUATE) Job Number: AM-14-SM-1201298 Pay Plan: GS-0346-07 Location: US-Pennsylvania-Chambersburg Organization: Department of the Army, U.S. Army Aviation and Missile Command Status: Not Referred More Information...	Job State: Closed Close Date: 9/17/2014 Last Apply: 9/17/2014 Last Status Update: 1/21/2015

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-  [Inbox \(1\)](#)
-  [Saved Jobs](#)
-  [Saved Documents](#)
-  [Application Status](#)



USA Jobs – Federal Applications



More **IMPORTANT RULES** in applying for federal jobs...

If you truly care to have the job, **monitor USA Jobs and your email daily**. Sometimes the status of a job will abruptly change. The announcement might get pulled, amended, and then reposted. You will have to reapply. If you do not monitor constantly, you will miss opportunities.

Some opportunities might appear on USA Jobs for very brief periods of time... perhaps three days. Don't get caught sleeping during your job search!



Miscellaneous – Veterans’ Site



Feds Hire Vets – A great tool for veterans looking for information on federal hiring.

<https://www.fedshirevets.gov>

Resize Text: + / -

FEDSHIREVETSSM
America's Veteran - Valued ★ Experienced ★ Trained

The one-stop resource for Federal veteran employment information.

Home Job Seekers Veteran Employees Hiring Officials Agency Directory Multimedia Success Stories About Us

INFORMATION FOR Job Seekers

- Veteran
- Transitioning Service Member
- Family Member



“Feds Hire Vets is your single site for Federal employment information for Veterans, transitioning military service members, their families, and Federal hiring officials.”



Women Veterans
 Employment of Women Veterans in the Federal Government - Women have served in the United States Armed Forces since the Revolutionary War ▶ [View PDF](#)

INFORMATION FOR Hiring Officials

- Hiring Manager
- HR Practitioner



“Transitioning veterans have technical skills in areas of critical importance, and many also already have security clearances required for some Federal positions.”



Miscellaneous – Disability Sites



Multiple websites for assisting applicants with disabilities.

<https://www.opm.gov/policy-data-oversight/disability-employment/>

<https://www.disability.gov/>

http://gogovernment.org/government_careers/persons_with_disabilities.php

Guide Me to Information

Welcome to Disability.gov, the U.S. federal government website for information on disability programs and services nationwide.

The site connects people with disabilities, their families and caregivers to helpful resources on topics such as how to apply for disability benefits, find a job, get health care or pay for accessible housing. You can also find organizations in your community to help you get the support you need.

Let Disability.gov be your guide!

[GUIDE ME](#)



Disability.gov's Guide to Employment connects you with resources, programs, services, government agencies and organizations that can help you find information about career planning and job training, employment laws and regulations and job accommodations and supports.



Miscellaneous – Pay Systems



The **General Schedule (GS)** classification and pay system covers the *majority* of civilian white-collar Federal employees (about 1.5 million worldwide) in professional, technical, administrative, and clerical positions.

The **Federal Wage System (FWS)** is a uniform pay-setting system that covers Federal appropriated fund and nonappropriated fund blue-collar employees who are paid by the hour. The system's goal is to make sure that Federal trade, craft, and laboring employees within a local wage area who perform the same duties receive the same rate of pay.

Special Rates Requests - The Office of Personnel Management (OPM) may establish higher rates of basic pay-special rates-for a group or category of General Schedule (GS) positions in one or more geographic areas to address existing or likely significant handicaps in recruiting or retaining well-qualified employees.



General Schedule - Base



**SALARY TABLE 2016-GS
INCORPORATING THE 1% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2016**

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
1	\$ 18,343	\$ 18,956	\$ 19,566	\$ 20,173	\$ 20,783	\$ 21,140	\$ 21,743	\$ 22,351	\$ 22,375	\$ 22,941	VARIES
2	20,623	21,114	21,797	22,375	22,629	23,295	23,961	24,627	25,293	25,959	VARIES
3	22,502	23,252	24,002	24,752	25,502	26,252	27,002	27,752	28,502	29,252	750
4	25,261	26,103	26,945	27,787	28,629	29,471	30,313	31,155	31,997	32,839	842
5	28,262	29,204	30,146	31,088	32,030	32,972	33,914	34,856	35,798	36,740	942
6	31,504	32,554	33,604	34,654	35,704	36,754	37,804	38,854	39,904	40,954	1,050
7	35,009	36,176	37,343	38,510	39,677	40,844	42,011	43,178	44,345	45,512	1,167
8	38,771	40,063	41,355	42,647	43,939	45,231	46,523	47,815	49,107	50,399	1,292
9	42,823	44,250	45,677	47,104	48,531	49,958	51,385	52,812	54,239	55,666	1,427
10	47,158	48,730	50,302	51,874	53,446	55,018	56,590	58,162	59,734	61,306	1,572
11	51,811	53,538	55,265	56,992	58,719	60,446	62,173	63,900	65,627	67,354	1,727
12	62,101	64,171	66,241	68,311	70,381	72,451	74,521	76,591	78,661	80,731	2,070
13	73,846	76,308	78,770	81,232	83,694	86,156	88,618	91,080	93,542	96,004	2,462
14	87,263	90,172	93,081	95,990	98,899	101,808	104,717	107,626	110,535	113,444	2,909
15	102,646	106,068	109,490	112,912	116,334	119,756	123,178	126,600	130,022	133,444	3,422



General Schedule - Locality

Locality Pay – a geographic-based percentage rate that reflects pay levels for non-federal workers in certain geographic areas.

**SALARY TABLE 2016-PIT
INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 16.68%
FOR THE LOCALITY PAY AREA OF PITTSBURGH-NEW CASTLE-WEIRTON, PA-OH-WV
TOTAL INCREASE: 1.27%
EFFECTIVE JANUARY 2016**

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 21,403	\$ 22,118	\$ 22,830	\$ 23,538	\$ 24,250	\$ 24,666	\$ 25,370	\$ 26,079	\$ 26,107	\$ 26,768
2	24,063	24,636	25,433	26,107	26,404	27,181	27,958	28,735	29,512	30,289
3	26,255	27,130	28,006	28,881	29,756	30,631	31,506	32,381	33,256	34,131
4	29,475	30,457	31,439	32,422	33,404	34,387	35,369	36,352	37,334	38,317
5	32,976	34,075	35,174	36,273	37,373	38,472	39,571	40,670	41,769	42,868
6	36,759	37,984	39,209	40,434	41,659	42,885	44,110	45,335	46,560	47,785
7	40,849	42,210	43,572	44,933	46,295	47,657	49,018	50,380	51,742	53,103
8	45,238	46,746	48,253	49,761	51,268	52,776	54,283	55,791	57,298	58,806
9	49,966	51,631	53,296	54,961	56,626	58,291	59,956	61,621	63,286	64,951
10	55,024	56,858	58,692	60,527	62,361	64,195	66,029	67,863	69,698	71,532
11	60,453	62,468	64,483	66,498	68,513	70,528	72,543	74,559	76,574	78,589
12	72,459	74,875	77,290	79,705	82,121	84,536	86,951	89,366	91,782	94,197
13	86,164	89,036	91,909	94,781	97,654	100,527	103,399	106,272	109,145	112,017
14	101,818	105,213	108,607	112,001	115,395	118,790	122,184	125,578	128,972	132,366
15	119,767	123,760	127,753	131,746	135,739	139,731	143,724	147,717	151,710	155,702



References & Useful Websites



www.opm.gov

<https://fsoutreach.gdcii.com/Outreach>

<https://www.usajobs.gov/>

<https://www.fedshirevets.gov>

<https://www.opm.gov/policy-data-oversight/disability-employment/>

<https://www.disability.gov/>

http://gogovernment.org/government_careers/persons_with_disabilities.php